

A.O. NO: 4-112  
ORDERED:  
EFFECTIVE:

**MIAMI DADE COUNTY  
ADMINISTRATIVE ORDER**

**FEE SCHEDULE FOR  
BUILDING CODE COMPLIANCE OFFICE**

- AUTHORITY:** Section 4.02 of the Miami-Dade Home Rule Amendment and Charter; Section 8-2, 8-6.1, Chapter 10 of the Code of Miami-Dade County and the South-Florida Building Code.
- SUPERSEDES:** This Administrative Order supersedes Administrative Order 4-112 ordered ~~November 5, 1998~~ September 20, 2000 and effective ~~November 15, 1998~~ October 1, 2000.
- POLICY:** This Administrative Order covers the cost of providing Building Code Compliance Office services and no application, certificate or receipt shall be issued until the appropriate fee is paid.
- PROCEDURE:** The responsibility for this Administrative Order is assigned to the Director, Miami-Dade County Building Code Compliance Office, who shall be responsible for the collection of fees and the delivery of required services pursuant to Chapters 8 and 10 of the Code of Miami-Dade County and the South Florida Building Code. Every year or earlier, if need be, the Director shall review all fees in terms of their cost and recommend necessary changes to the County Manager.
- FEE SCHEDULE:** The fee schedule adopted by this Administrative Order has been presented and is considered a part hereof. In accordance with Section 2-3 of the Code of Miami-Dade County, this official Fee Schedule is also filed with the Clerk of the Board of County Commissioners. Fees, which are charged by the Building Code Compliance Office, shall be the same as those listed in the official fee schedule on file with the Clerk of the County Commission.

This Administrative Order is hereby submitted to the Board of County Commissioners of Miami-Dade County, Florida.

M. R. Stierheim  
George M. Burgess  
County Manager

**Miami-Dade County  
Building Code Compliance Office**

**Schedule of Fees**

<b><u>1. New A application for approval certification of products, materials or systems, valid for five (5) years including one installation method (includes technical review of Notice of Acceptance (NOA) and quality assurance auditing), valid for a period of five (5) years</u></b>	<b>3,500.00 \$4,000.00</b>
<b><u>2. Revision Renewal of notice of acceptance with respect to certification approval of products, materials or systems prior to the expiration of a period valid for (5) year</u></b>	<b>1,000.00 \$1,500.00</b>
<b><u>3. New application fee for the certification accreditation of testing laboratories valid for a period of five (5) years</u></b>	<b>3,500.00 \$4,000.00</b>
a. <u>Renewal of an expired testing laboratory certificate accreditation for a period of five (5) years</u>	400.00 1,500.00
b. <u>Revision of an existing testing laboratory certificate accreditation</u>	400.00 1,500.00
<b><u>4. Travel expenses incurred in the process of conducting inspection quality assurance audits or laboratory accreditations</u></b>	<b>Actual Cost</b>
<b><u>5. New application fee for approval of products, materials or systems after one (1) year following the expiration date of notice of acceptance including one installation method valid for five (5) years</u></b>	<b>\$3,500.00</b>
<b><u>5. 6. Revision of current notice of acceptance including one installation method valid for five (5) years Renewal of certification, prior to expiration, valid for a period of five (5) years</u></b>	<b>1,000.00 \$1,500.00</b>
<b><u>6. 7. Annual certificate of competency as a manufacturer or fabricator, payable every two (2) years</u></b>	<b>400.00 \$1,000.00</b>
<b><u>7. 8. South Florida Building Code books,&gt;&gt;Florida Building Code books,&lt;&lt; supplements, and additions and all publications and automated information systems</u></b>	<b>Cost of production publication and distribution</b>

<b><u>8. 9. Recording fees in connection with those matters to be recorded</u></b>	Established by Clerk of the Court
<b><u>9. 10. Research matters extraneous to normal activities of Building Code Compliance Office</u></b>	Actual staff time and costs
<b><u>10. 11. Application fee for the review and approval of building material(s) for special project on a one-time basis</u></b>	250.00 Actual Cost
<b><u>11. 12. Application fee for the approval, renewal or revision and fee for the review of products, materials, or systems Expedited review for certification performed by outside consultants, for five (5) years in addition to regular application fee</u></b>	Actual Cost
<b>CONTRACTOR, QUALIFYING AGENT, MASTER, JOURNEYMAN, INSTALLER, MAINTENANCE</b>	
<b>PERSONNEL APPLICATION FEES</b>	
<b><u>12. 13. APPLICATION FEE FOR CONTRACTOR CERTIFICATE OF COMPETENCY, NON-REFUNDABLE</u></b> (This same fee also applies to contractors who make application for each additional qualifying agents)	\$315.00
(a) Change of affiliation	350.00
(b) Inactivation of certificate	150.00
<b><u>13. 14. APPLICATION FEE FOR PERSONAL CERTIFICATE OF ELIGIBILITY, INCLUDING A NON-REFUNDABLE</u></b>	<b>\$80.00 PROCESSING FEE</b>
(a) Certificate of Eligibility	315.00
(b) Certificate of Competency for masters, installers, welding inspectors	315.00
(c) Certificate of Competency for journeymen and maintenance personnel	240.00
<b><u>14. 15. CERTIFICATES FOR NON-TRANSFERABLE RENEWAL</u></b>	

(a) The certificate issued pursuant to the provisions of Chapter 10 of the Code of Miami-Dade County shall be non-transferable. Certificates renewed by the expiration date shall require payment of the following fees:	1 YEAR	2 YEARS
(1) Contractors, subcontractors, specialty contractors and welding inspectors	\$60.00	\$120.00
(2) Qualifying agent for building and engineering contractor categories	60.00	120.00
(3) Masters, journeymen, installers and maintenance personnel	60.00	120.00
(b) Registration fee for State of Florida Certified Contractors	30.00	60.00
(c) Registration fee to allow journeymen licensed elsewhere in the State of Florida to perform work in Miami-Dade County	25.00	50.00
(d) Registration fee for certified contractors licensed elsewhere to perform post disaster repair work only (for 6 months only)	150.00	
(e) Duplicate certificates (all types)	20.00	
<b><u>15. 16. LATE CERTIFICATE OF COMPETENCY RENEWAL FEES</u></b>  All certificate renewals shall be due and payable upon expiration. Those licenses not renewed by the expiration date shall be considered delinquent and subject to a delinquency fee.		
(a) Late renewal fees paid within one month following expiration will be subject to a delinquency penalty of twenty-five (25) percent of the renewal fee.		
(b) Late renewal fees paid after one month following expiration will be subject to a delinquency penalty of fifty (50) percent of the renewal fee.		

<b><u>16. 17. PHOTOGRAPHS TAKEN FOR CERTIFICATE OF ELIGIBILITY APPLICATION AND EXAMINATION</u></b>	
Charge per photo	\$5.00
<b><u>17. 18. LAMINATION OF CERTIFICATE OF COMPETENCY AND ELIGIBILITY CARDS</u></b>	
Lamination per card	\$3.00
<b><u>18. 19. PREPARATION OF AFFIDAVIT ON STATUS OF CERTIFICATE HOLDER</u></b>	
Per affidavit	\$50.00
<b><u>19. 20. CHARGE FOR CONTRACTORS/TRADESMEN CERTIFICATION PRINTOUT PER PAGE</u></b>	
Per page	\$3.50
<b><u>20. 21. ADDITIONAL CREDIT REPORTS</u></b>	
<b><u>21. 22. PREPARATION OF CERTIFIED RECORDS FOR COURT APPEALS</u></b> For the purpose of court appeals, wherein the Director of the Miami-Dade County Building Code Compliance Office is requested to make available the record upon which the decision of the Construction Trades Qualifying Board, Unsafe Structures Board, or other Administrative Board is based, there shall be paid to the Building Code Compliance Office, for the preparation of a certified copy of the record, a fee of \$275.00, to be paid at the time of the request.	
<b><u>22. 23. REGISTRATION FEE FOR CONTINUING EDUCATION SPONSORS</u></b>	
	\$200.00

<b><u>23. 24. REVIEW OF CONTINUING EDUCATION COURSE APPLICATION</u></b>	
A fee of \$25.00 per credit hour will be charged, not to exceed \$100.00 per course.	
<b><u>24. 25. CRIMINAL PROCESSING RECOVERY COST</u></b>	
Case Processing Fee	\$350.00
Inspection - each	60.00
Pictures	2.00
Corporate Information	20.00
Case Processing Fee	200.00
Court Appearance - each	60.00
Posting of Notices - each	30.00
Lien Recordation/Cancellation of Notices - each	35.00
<b><u>25. 26. SOUTH FLORIDA BUILDING CODE CODE OF MIAMI-DADE COUNTY - CHAPTER 2 8 (UNSAFE STRUCTURES)</u></b>	
Case Processing Fee	\$350.00
Pictures - each	2.00

Inspection Fee	110.00
Reinspection Fee	75.00
Posting of Notices - each	35.00
Unsafe Structures Board Processing Fee	125.00
Court Reporting Transcription	Actual Cost
Legal Advertisement	Actual Cost
<b><u>26. 27. ENFORCEMENT FEES</u></b>	
CONTRACTOR ENFORCEMENT	
Case Processing Fee - each	\$350.00
Field Inspection	100.00
Reinspection Fee	60.00
Personal Service of Notices - each	30.00
Photographs - each	2.00
Probable Cause Hearing	50.00

Formal Hearing per hour	50.00
Disciplinary Complaint Preparation and Service	200.00
Recordation/Removal of Board Order	35.00
County Attorney (Board Representation) - per hour	100.00
Stipulated Agreement Preparation	300.00
Lien Processing Fee	50.00
Lien Settlement Fee	50.00
Court Reporting Transcription	Actual Cost
<b><u>27. 28. COPIES OF DEPARTMENTAL RECORDS</u></b>	
Single-sided copies - per page	\$0.15
Double-sided copies - per page	0.20
Certified copies - per page	1.00
Notary public service - per document	1.00